

WHERE TO APPLY?

- ♥ If you are a resident of Wisconsin and live in Brown County, you will apply for the license here. If not, apply in the County of which you are residents.
- ♥ If you reside outside of Wisconsin and are being married in Brown County, you will apply here. If you are being married in another Wisconsin County, you will apply there.
- ♥ The Officiant, wedding date and location must be finalized prior to applying for a license.
- ♥ Apply 1 full week before the wedding date but no earlier than 1 month before (refer to "Waiting Period").
- ♥ All documents must be presented and fees paid at the time the marriage application is made.

We do not go to jails, correctional facilities, etc.

ALL ARRANGEMENTS MUST BE COMPLETE

Wedding Date_____

Location of Wedding:
County of_____, WI

City/Village/Town_____

Officiant's
Name_____

Officiant's
Address_____

Officiant's
Email_____

Officiant's Phone
Number_____

Marriage Application Checklist

____ State Certified Birth Certificates are required for all applicants. (Please note that hospital certificates or State Notification of Birth Registration are not accepted.)

____ Photo ID (i.e. driver's license, permanent resident card, passport, etc.)

____ Proof of residency (Residency is where you resided for the past 30 days – refer to "Residency Section")

____ Social Security Cards

____ Previous Marriage(s) – "*Findings of Fact & Conclusions of Law*" and final Divorce Judgment (**Judge's signature is required on documents presented**), Death Certificate, or State Annulment.

Correct spelling of parent's legal names:

Applicant A:

Parent (1) _____

First/Middle/Last

Parent (2) _____

First/Middle/Last

Applicant B:

Parent (1) _____

First/Middle/Last

Parent (2) _____

First/Middle/Last

Correct spelling of witnesses legal names:

Witness (1) _____

First/Middle/Last

Witness (2) _____

First/Middle/Last

____ A Parental Consent Form is required for applicants 16 to 17 years of age. No one under the age of 16 can apply for a marriage license. No waiver of 5 day waiting period is issued.

FEES

ALL FEES ARE NON-REFUNDABLE

____ **\$120 Application Fee** if license is applied for 1 week to 1 month prior to the wedding date. We accept cash, local check, debit card and credit card.

OR

____ **\$145 (no personal checks)** if the license is applied for less than 1 week prior to the wedding date, an application and waiver fee are collected. We accept cash, debit card and credit card.

*** Please note that debit cards have a \$2.50 transaction fee and credit card payments have a 6% transaction fee.**

Medical Special Circumstances (Only if Applicable):

\$125 Transportation fee to an offsite location within Brown County (i.e. hospital, nursing home, etc.) All related fees must be paid in cash or by debit or credit card.

COURTHOUSE WEDDINGS

To schedule a marriage with a Circuit Court Judge call **(920) 448-4348** (If you get the Court's answering machine, leave a message – your call will be returned.)

Circuit Court Judges

____ Donald Zuidmulder - Br. I, 3rd Floor

____ Thomas Walsh - Br. II, 2nd Floor

____ Marc Hammer - Br. V, 2nd Floor

____ *Timothy Hinkfuss - Br. VII, 3rd Floor
(*Ceremonies in Spanish or English)

____ Beau Liegeois - Br. VIII, 2nd Floor

*Courthouse, 100 S. Jefferson St., Green Bay
Available weekdays, 8 a.m. – 4:30 p.m. in
courtroom chambers. No fee is charged.*

OFF-SITE WEDDINGS

The following Officiants perform marriages 7 days a week at their offices or at off-site locations. Their fees are negotiated.

Circuit Court Judges

Marc Hammer (920) 883-9828

Timothy Hinkfuss (920) 246-1227

Tammy Jo Hock (920) 360-6565

Thomas Walsh (920) 448-4112

Donald Zuidmulder (920) 448-4136

Beau Liegeois (920) 448-4129

OFF-SITE WEDDINGS

Reserve Judges

Sue E. Bischel (920) 432-8677

Mark Warpinski (920) 435-3599

Court Commissioners

***Timothy G. Duffy (920) 496-9646**

1545 Sixth St. Ste. 107 Green Bay

(*Ceremonies in Spanish or English)

John Heide (920) 435-3734

414 S. Jefferson St. Green Bay

J. Michael Jerry (920) 437-0476

231 S. Adams St. Green Bay

James M. Kalny (920) 336-2626

318 S. Washington St. Green Bay

Corey D. Kimps (920) 593-2646

414 S. Jefferson St. Green Bay

James O'Neil (920) 432-6060

403 S. Jefferson St. Green Bay

Kristine Pihlgren (920) 432-7716

125 S. Jefferson St. Green Bay

Mark Skvara (920) 884-6275

122 N. Madison St. Green Bay

Warren M. Wanezek (920) 437-8191

417 S. Adams St. Green Bay

Ted Warpinski (920) 435-3599

303 S. Jefferson St. Green Bay

Daniel J. Walsh (920) 336-5766

444 Reid St. De Pere

Eric Wimberger (920) 430-7529

311 S. Jefferson St. Green Bay

Kate Zuidmulder (920) 662-6844

127 S. Washington St. Upper

Municipal Court Judges

Shawn Brady (920) 863-6440

Village of Denmark

Ronald J. Van Lanen (920) 336-2754

Village of Hobart/Town of Lawrence

Brian Stevens (920) 434-4669

Village of Howard, 2456 Glendale Ave.

Kevin Rathburn (920) 544-8711

Village of Suamico, 12781 Velp Ave.

John De Wane (920) 532-4190

Village of Wrightstown, 352 High St.

INFORMATION GUIDE

Marriageable Age: Any person who has attained the age of 18 years may marry. If a person is 16 or 17 years old, the license will be issued only with the written consent of parents, guardian, or custodian. No waiver of 5 days waiting period will be issued. Consent forms are available in the Clerk's Office.

Birth Certificate: Parties must bring State certified birth certificates with a raised official seal. **(Hospital certificates and Notification of Birth are not acceptable.)**

Social Security Numbers: For security and confidentiality a Social Security Card must be presented to the Clerk's Office staff if a social security number has been issued to him/her.

Residency: The application must be made in the county where one or both parties resided for the past 30 days and documentation must be presented showing correct addresses such as driver's license, rent receipt, utility bill, bank accounts, etc. **Everyone is required to show photo ID and proof of residency.**

Out of State Residents: If both parties are residents of another state, the application is made in the county where the marriage will take place.

Previous Marriage(s): Parties must present a Death Certificate, State Annulment, or *Finding of Facts and Conclusions of Law* of the Final Divorce Judgement from their most recent marriage. **Final divorce judgments need the judge's signature and date.** Divorced person(s) may not remarry until 6 months after the granting of the Judgment of Divorce regardless of where the action took place.

License Application & Expiration: The license is valid for 30 days from the issue date. The marriage must take place within this period of time. If not, a new license must be obtained and fees are collected again.

Waiting Period: Apply a minimum of one full week prior to the day of the wedding. The license becomes effective on the 6th day following both parties signing the application. Waiver of the 5-day waiting period may be granted; however, a \$25 waiver fee is charged. *(Waiting period does not include the day the marriage application is signed and the day of the wedding).*

Ceremony Officials: Couples make their own arrangements. Accredited ordained minister, priest, judge, or other person qualified to be an "Officiant" can perform the ceremony *(per WI SS 765.16)*. Officiants must be 18 years of age or older. **Neither our office nor the State Vital Records Office is able to confirm the legality of a religious officiant.** If you have a question about the legality of the officiant you have chosen, you may want to seek legal counsel.

Marrying Parties: Both parties must sign the marriage license application in the presence of the County Clerk's staff.

ALL FEES ARE NON-REFUNDABLE

Fees: The license application fee is **\$120** (cash, local check, debit or credit cards). However, a \$25 waiver fee is charged, if the marriage license needs to have an issue date earlier than the 5-day waiting period. Then, the total amount collected is **\$145 – cash, debit or credit card only – NO PERSONAL CHECKS ACCEPTED FOR WAIVER FEE**

If the marriage application must be transported to a healthcare off-site location to obtain a signature, the transportation fee is \$125 and all related fees must be paid in cash, or by debit or credit card. *Please note that fees are non-refundable.*

Certified Documents from the Register of Deeds: Birth Certificates, Death Certificates and Marriage Certificates can be obtained from the Register of Deeds.

Brown County Register of Deeds is located in the Northern Bldg. Room 260 - (920) 448-4470; or purchase online at:

WISCONSIN REGISTER OF DEEDS ONLINE
www.wrdaonline.org

Divorce Judgments from the Clerk of Courts: Copies of the *"Findings of Fact and Conclusions of Law"* Divorce Judgment can be obtained from the Clerk or Courts in which the event took place.

Brown County Clerk of Courts is located in the Courthouse, Basement level – (920) 448-4155

MARRIAGE LICENSE INFORMATION

Only for Marriages Performed in Wisconsin
(As required per WI State, Ch. 765)

**SANDY JUNO
BROWN COUNTY CLERK**

**Northern Building, Room 120
305 E. Walnut St.
Green Bay, WI 54301**
(NE corner of Walnut & Adams St.)

**Telephone: (920) 448-4016
Fax: (920) 448-4498**
www.browncountywi.gov

**Open Weekdays
8 a.m. to 4 p.m.**

Licenses are issued weekdays between 8 a.m. and 4 p.m. We are open over the noon hour as well. Please arrive no later than 3:45 p.m. to allow enough time to process your license. If you arrive after 3 p.m., please expect a longer wait time.

IMPORTANT REMINDER – We are closed all holidays including Nov. 27, 2020; and Dec. 24 & 31, 2020.

**Passport services are provided in the County Clerk's Office: Necessary for name changes and upcoming vacations/honeymoons internationally.*